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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Comptroller

DATE: 16 February 1959

FROM : Chief, Fiscal Division

SUBJECT: CIA Career Service Program

REFERENCE: Memorandum dated 29 January 1959 from the  
IG to the Deputy Directors, Subject: IG  
Survey of the Office of Personnel

1. The following are the comments of this Division relative to the questions presented in reference, by paragraph number.

a. Paragraph 2a:

Employees generally have no interest in the Career Service Program because they feel there are no tangible benefits derived from membership in the program.

b. Paragraph 2b:

Membership in the Career Service Program should be limited to employees who have or attain special professional or technical skills needed to perform functions peculiar to the Agency and who would be limited in obtaining employment in other Government Agencies or commercial activities because their training and experience is in such professional or technical skills.

c. Paragraph 2c:

Regardless of whether the present Career Service Program is retained or modified the concept of separate services for personnel of similar qualifications or training should be maintained as it is sound and it does provide material assistance in personnel administration.

d. Paragraph 2d:

The periodic review of the qualifications of employees by grades and the development of competitive promotion panels provides a list of candidates for positions which may become available. This feature of the program is of material assistance to supervisors in personnel administration.

e. Paragraph 2e:

The present procedures for processing personnel actions through the Career Service Panels and Boards is satisfactory.

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f. Paragraph 2f:

If membership in the Career Service Program is limited, as suggested in Paragraph b. above, members and potential members should be rotated between positions under the jurisdiction of each Deputy Director to effect maximum training for such employees. Rotation of employees who are not in the Career Service Program would be undesirable and would cause many employees now assigned to duties which they like to become dissatisfied because of the duty requirements of the new assignment.



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